

# LIBRARIAN I

## (Milwaukee Public Library)

**PURPOSE:** Under immediate supervision, performs basic bibliographic, reference, readers' advisory, and program work, with an increasing acceptance of responsibility.

*Positions may be filled at the department's discretion on either a full time or half time basis.  
NOTE: Full time positions have full city benefits. Half time positions are eligible for limited benefits.*

**ESSENTIAL DUTIES:** Under supervision, Librarians I participate in a full range of librarian activities including reference service, community service, outreach, programming, basic collection development, readers' advisory service and a variety of related tasks. Emphasis is placed upon developing a comprehensive background in all phases of librarianship throughout the library system and may include children's, young adult, and/or adult services. A promotional program exists that provides qualified individuals with an opportunity to continue their development by assuming higher level responsibilities commensurate with their abilities and the needs of the system.

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. Master's Degree in Library and Information Science or equivalent from a library school accredited at the graduate level by the American Library Association (ALA). Proof must be shown at time of appointment.

**NOTE:** *Applicants having current academic status as graduate students in such schools will be allowed to participate in this examination if they possess at least 24 credits in the MLIS program. Regardless of their position on the eligible list, candidates will not be certified and referred for interviews until after they have graduated.*

2. Residence in the City of Milwaukee within six months of appointment and throughout employment.

### KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of library science, including a thorough understanding of the reference interview, public relations and marketing techniques, library programming, collection development, library media, learning principles, and instructional methods.
- Excellent customer service skills and a strong desire to serve the public.
- High degree of interpersonal skill; ability to work effectively and respectfully with diverse library users of various age groups, cultural backgrounds, and educational and literacy levels and to interpret and satisfy their reading and informational needs.
- Exceptional ability to communicate clearly and effectively, in person or by phone as well as in writing.
- Ability to function effectively independently.
- Ability to oversee the work of others.
- Organizational skills and the ability to manage multiple priorities.
- Ability to use an online library catalog, electronic databases, the Internet, microform, and other indexes, bibliographies, and reference tools.
- Skill in using a networked personal computer and the Microsoft Office software suite.
- Ability to learn new information quickly, conduct research, and solve problems.
- Willingness to assume additional duties as needed to carry out the mission of the library, such as participating in media programs, speaking before groups, and conducting formal library programs.
- Professional demeanor.
- Willingness to work day, evening, and weekend hours.

**THE CURRENT SALARY RANGE (528) IS:** \$39,952 to \$46,569 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weight will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 1, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.

**APPLICATIONS** and further information may be obtained from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs); in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E Wells St, Milwaukee, WI 53202-3554; or by calling 414.286.3751.